

CITY OF MILWAUKIE

CLASSIFICATION: POLICE CHIEF

Department: Police

FLSA Status: Exempt

Pay Grade: 35

Union Representation: Non-Represented

CLASSIFICATION SUMMARY:

Plans, directs, and administers all activities related to the Police department to protect life and property through law enforcement and crime prevention activities. This includes emergency communications, investigations, patrol, traffic, training, crime prevention, property control, community services, code and parking enforcement, and records. Develops departmental goals, policies, and procedures. This position works under the general supervision of the City Manager. As a member of the Department Director team, has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to police activities. Directs and develops short and long-range plans, goals and objectives for assigned operations.
2. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Analyzes trends and operations to ensure adequacy of service, monitors police calls and crime trends.
3. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
4. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
5. Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Police Department in compliance with City standards and Federal, State, and local laws.
6. Represents the City on committees and commissions regarding public safety issues. Coordinates Police department activities with those of other departments and outside agencies.
7. Makes presentations to community groups and meets with the media to provide information and receive input regarding major issue and police services. Works closely with the community in helping neighborhood associations, special interest groups, businesses and individuals obtain their goals without interfering with individual rights or the law.
8. Oversees internal affairs investigations to address allegations of employee misconduct. Recommends and carries out corrective or disciplinary action as necessary.
9. Oversees the maintenance and operation of a public safety communications system and the maintenance of all police equipment and property.

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10. Coordinates department activities with local, State, and Federal agencies in the apprehension and detention of wanted persons and other law enforcement matters.
11. Reviews local, State and Federal legislation to determine impact on departmental plans, policies, and strategies, prepares and coordinates responses and recommendations as appropriate.
12. Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
13. Maintains positive public relations with customers and is responsive to customer needs.
14. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
15. Prepare staff reports and recommendations to support department, City and regional goals to enhance public safety service.
16. Prepare ordinance and resolution recommendations for Council action, and support recommendations with written staff reports and presentations.
17. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Management and supervisory practices and principles.
- Fiscal management, including budget preparation, expenditure control and record management.
- Practices and principles of community policing, criminal justice, and crime prevention.
- State and Federal laws and regulations governing criminal justice.
- Community policing philosophies and geo-based policing.
- Safety regulations, procedures, and practices in law enforcement.
- Practices and principles of public/business administration, risk management, and decision-making.
- Strategic planning methods with an emphasis on services related to community policing and criminal justice programs.
- Public purchasing and contracting laws and regulations.
- Human resources management practices.
- National Incident Management System (NIMS).

Skills and Abilities to:

- Conduct conceptual analysis and policy/program development and implementation.
- Effectively supervise and motivate staff.
- Control and direct dangerous and sensitive situations and perform effectively in emergency situations.
- Organize and supervise assigned work programs, including monitoring work schedules and evaluating the work of subordinate.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Operate firearms and equipment safely, skillfully, and in conformance with applicable laws and regulations.
- Manage the operations and budget of a department.
- Analyze situations quickly and objectively, to recognize actual and potential danger, liability, and determine the proper course of action.

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- Interpret and apply Federal, State and local policies, laws and Regulations.
- Act quickly and calmly in emergencies.
- Operate police vehicles, equipment, weapons and restraints.
- Develop goals and long-range planning for department.
- Analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- Prepare and analyze comprehensive and technical reports.
- Manage multiple projects often within tight timeframes.
- Establish and maintain effective working relationships.
- Work as a team member and to cultivate a team climate.
- Perform the essential functions of the job.
- Operate and manage police functions at an Emergency Operations Center (EOC).

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree from an accredited college or university with a degree in police science, criminal justice public administration, business management.
- Eight (8) years of progressively responsible related experience including four (4) years of supervisory experience.

Licensing/Special Requirements:

- Must possess, or be able to obtain by time of hire, a valid Oregon, or Washington State Driver's License.
- Must be able to meet the City's driving standards.
- Must be a US citizen at time of employment.
- Must be 21 years or older at time of employment.
- Ability to meet Department and Oregon Department of Public Safety Standards and Training physical standards including vision requirements and Department psychological standards.
- Ability to pass extensive background investigation. May not have any felony convictions.
- Possession of or ability to obtain within one year of date of hire Department of Public Safety Standards and Training Executive certification.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Police car, police radio, radar gun, handgun and other weapons as required, ASP baton, chemical spray, handcuffs, intoxilyzer, pager, taser, first aid equipment, computers and associated software, digital cameras.
- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

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Supervision:

- This position has full scope of supervisory responsibility over assigned staff.
- Operates under the general direction and supervision of the City Manager.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed mostly in office setting but with some work in the field.
- Some evening meetings are required.
- Must be able to respond at all hours to emergency situations.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: 11/15/04

Revised: 11/30/04; 10/16/13; 12/11/18; 8/20231 (new format)